

PLANNING COMMISSION MEETING AGENDA
SEPTEMBER 16, 2025



723 S. Lewis Street, Room 1122
Stillwater, OK 74074
5:30 PM

Chair Jana Phillips, Vice-Chair Riley Williams, Commissioner Mike Shanahan, Commissioner Mark Prather, and Commissioner David Peters.

NOTE: Members of the Planning Commission and City Staff will gather prior to the regular meeting in Room 1121 beginning at 5:00 PM. No Planning Commission business will be discussed or otherwise acted upon at this time. This is not a closed session, and members of the public and press are welcome to attend.

1. Call Meeting to Order
2. General Orders

a.	Request for a Waiver to the Subdivision Requirements, (SEPC25-01) , consideration, discussion, and possible action to approve or deny a subdivision exception to Chapter 23, Section 23-356(d); specifically for a waiver to the sidewalk requirements at property addressed as 5823 N. Perkins Road.	Henry Bibelheimer
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3. Public Hearing

The Planning Commission will hear public comments, discuss, and take action including a vote or series of votes on each item unless otherwise indicated.

a.	Receive public comment for a Specific Use Permit (SUP25-05) to allow Churches and other Religious Institutions in the Small Lot Single-Family Residential (RSS) district at property addressed as 418 E. McElroy Road.	Henry Bibelheimer
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4. Miscellaneous Items from Staff, Planning Commissioners or City Attorney for Discussion and Possible Action:

a.	Next regular meeting is October 7, 2025.
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5. Adjourn

On _____ at _____, a true and correct copy of this agenda was posted on the kiosk outside City Hall, 723 S. Lewis Street, Stillwater, OK.

The Planning Commission may take action, including a vote or series of votes on all items listed on the agenda, unless the item specifically indicates that no action will be taken. The City of Stillwater encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, please notify the Community Development Desk at least 48 hours prior to the meeting by calling 405.742.8220.

- Meetings are televised on AT&T U-verse channel 99 and Optimum channel 14.
- Find meeting agendas and minutes online at [Agendas and Minutes](#)
- Official minutes are archived in the Office of Community Development.



REPORT TO:

STILLWATER PLANNING COMMISSION

No. SEPC25-01

ISSUED BY THE DEVELOPMENT SERVICES DEPARTMENT - STILLWATER, OKLAHOMA

Date of Meeting: September 16, 2025

Subject: Special Exception to alleviate sidewalk requirements for single family residences.

Purpose of Report: The applicant requests review and approval of a special exception to alleviate the sidewalk requirement of a six-foot sidewalk along the frontage of their property.

Background: Staff received an application for a new single-family residence at 5823 N Perkins Road at the beginning of August. During the review staff commented that per Sec. 23-356(d) of the Land Development Code a 6ft. sidewalk is required along the 328.75 ft frontage of the property. This would be approximately 220 square yards of sidewalk, which could cost between \$20,000 and \$30,000 to construct.

Sec. 23-64(b) of the Land Development Code states that if a single-family residence is proposed on an unplatted tract larger than 2.5 acres, the Planning Commission may waive any or all of the subdivision requirements it may deem necessary to avoid substantial hardship or inequity.

Application Processing Information:

Applicant/Owner – Alan and Cathy Kindt

Processing Track:

Submittal Date – August 27, 2025

Planning Commission – September 9, 2025

Project/Site Design Data/Details:

Zoning –Small Lot Single-Family Residential District, Sec. 23-137

Existing Use –Vacant land

Proposed Use – Single-Family Residence

Lot – 10 acres

Adequate Public Facilities Findings/Improvements:

- Streets/Traffic: The property has access to North Perkins Road.
- Transit Facilities/Bike Lanes or Trails/Sidewalk. There isn't an OSU bus route that runs this far north. Sidewalks are currently located along Perkins Road to the west in The Canyons subdivision.
- Water Service: City water service is not currently available.
- Sanitary Sewer Service: City sewer service is not currently available.
- Electric: Electric is not currently available for the site.

Applicable City Plans/Policies:

The C³ Plan: Commercial and High-Density Residential (Page 10-8) is indicated on the Future Land Use Plan.

Findings:

1. City code states that any new development is required to build sidewalks when located on an arterial street.
2. Perkins Road at this location is categorized as a minor arterial street.
3. There is currently a sidewalk along Perkins Road to the west.
4. The C3 Plan recommends high density uses at this location.

Alternatives:

1. Accept findings and approve the special exception request as presented.
2. Reject findings and deny the special exception request as presented.
3. Find that additional information or discussion is needed prior to making a decision and table the request to a certain date noting that action must be taken within 60 days of the public hearing.

Staff's Recommendation:

- Approve the special exception request as presented.

Prepared by:

Josh Brown, Development Coordinator

Reviewed by:

Henry Bibelheimer, Senior Planner
David Barth, Development Services Director

Date of Preparation:

August 27, 2025

Attachments:

Application with Letter to the Planning Commission

Map Designation:

NE

CITY OF STILLWATER - DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR REVIEW/ACTION

ZONING:

☐ Map Amendment
☐ Planned Unit Development
☐ Preliminary
☐ Final
☐ Subdivision
☐ Amendment
☐ Specific Use Permit
☐ Annexation

SITE PLANS:

☒ Minor Amendment
☐ Final Drill Site Development

SUBDIVISION:

☐ Commercial Minor Subdivision
☐ Minor Subdivision &/Or Lot
Combination
☐ Preliminary Plat
☐ Final Plat

OTHER:

☐ Closing
☐ Improvement Plans
☐ Drainage Plans/Study
☐ Drilling Permit
☐ Encroachment Agreement

COMMERCIAL USE-BY-RIGHT: Complete a Commercial Building Permit Application **AND** Commercial Use-By-Right Checklist

Title of Subdivision/Plan/Use: Re: SER25-0068, 5823 N Perkins Rd,
Owner(s) of Property: Alan & Cathy Kindt
Owner(s) Address: 1409 N Arrington Ct Stillwater, OK 74075
Owner(s) Phone/Fax/Email: (580) 695-1605
Applicant/Developer of Property: Self developed - Single family home
Applicant/Developer Address: _____
Applicant/Developer Phone/Fax/Email: _____
Design Engineer address/phone/fax/email & Registration No.: _____

Surveyor address/phone/fax/email & Registration No.: _____

Address or Description of Property to be Subdivided/Developed: 5823 N. Perkins Rd. Stillwater, OK 74075

Original Tract Deed Book and Page Number: Book 2670, Page 292
Number of Acres in Development: 10 acres
Number of Lots Created: N/A
Current Zoning/Requested Zoning: Residential
Reason for zoning request/use permit/map amendment (describe project): Develop area for a single family home.

This application must be accompanied by the appropriate checklist for the type of item being submitted for review. This application must be completed, signed, and dated by the Applicant and Owner(s).

We do hereby certify that the information provided herein is both complete and accurate to the best of our knowledge, and we understand that any inaccuracies may be considered just cause for invalidation of this application and any action taken on this application.

Cathy Kindt 8/26/2025
Applicant/Preparer Date

C. Kindt 8-26-25
Applicant/Preparer Date

Owner/Agent (with documentation) Date

Owner/Agent (with documentation) Date

For City of Stillwater Use Only: CASE NO#: _____

Submission Date: _____

August 26, 2025

Re: SFR25-0068, 5823 N Perkins Rd.,

Attention Stillwater Planning Commission,

Pursuant to Sec. 23-356(d), we are required to provide plans to place a 6ft sidewalk in front of our property located at 5823 N. Perkins Rd., Stillwater, OK 74075. This is an undeveloped area for a sidewalk component. This area is a 10 acre tract that will be used as a single family development. Due to the structure and size of the lot, this will create a hardship if the sidewalk is required.

We are requesting this requirement be alleviated by the Stillwater Planning Commission.

Please feel free to contact me with any questions or concerns.

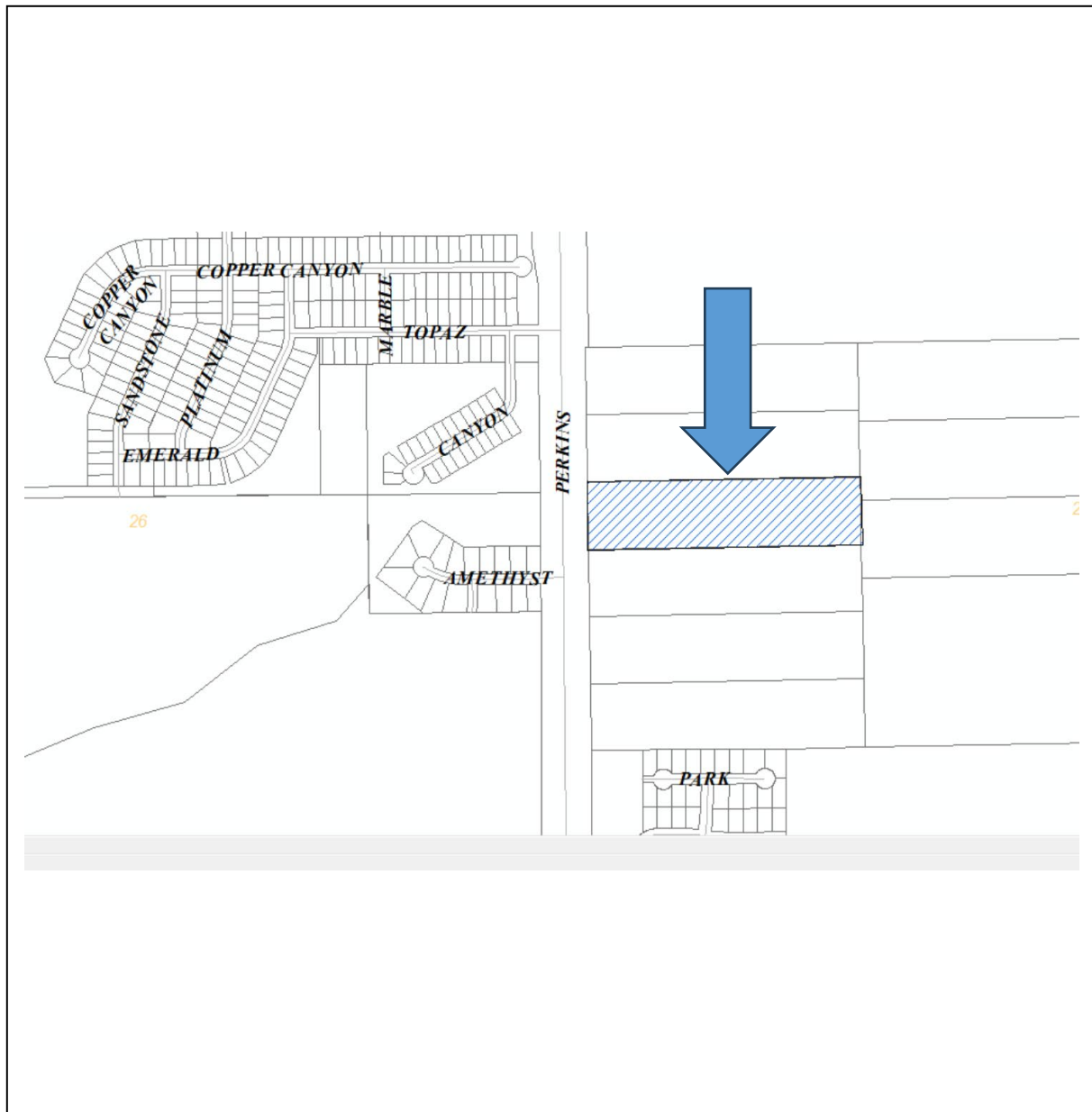
Sincerely,

A handwritten signature in black ink, appearing to be 'C. Kindt', with a long horizontal line extending to the right.

Cathy Kindt

Cell # (580) 695-1605

cathykindtaprn@gmail.com



Stillwater OKLAHOMA
stillwaterok.gov

Project Type: SEPC25-01
Request: Sp. Exception to Planning Commission to Ch. 23, Sec. 23-356.d for sidewalk requirements
Address: 5823 N. Perkins Road

Date of Meeting: September 16, 2025

Subject: Specific Use Permit: 418 E McElroy Road

Purpose of Report: The applicant, Hosanna Assembly of God, requests review and approval of a Specific Use Permit to allow Churches and Religious Institutions at the property addressed as 418 E McElroy Road.

Background: The subject property is one-quarter mile west of North Perkins Road, on the north side of East McElroy Road. The property is currently being used by Hosanna Assembly of God as a church. The applicant requests review and approval of a Specific Use Permit to allow Churches and Religious Institutions at the property addressed as 418 E McElroy Road.

The property is zoned Small Lot Single-Family Residential (RSS), and churches and religious institutions are allowed with a specific use permit in the RSS district. The applicant is requesting to construct a new church building on the property, as an expansion of the existing use. A specific use permit will bring the property into compliance.

Application Processing Information:

Owner/Applicant – Hosana Assembly of God

Notice – Letters mailed to property owners within 300 feet and notice in the NewsPress

Processing Track:

Submittal Date – August 27, 2025

Planning Commission – September 16, 2025

City Council – October 20, 2025

Project/Site Design Data/Details:

Zoning – Small Lot Single-Family Residential District (RSS)

Existing Use – Church

Proposed Use – Church

Total Lot size – ~ 1.42 acres

Adequate Public Facilities Findings/Improvements:

- Streets/Traffic: The property currently has access to East McElroy Road.
- Transit Facilities/Bike Lanes or Trails/Sidewalks: Sidewalks are currently available along McElroy Road. OSU Transit Services – Green Route currently runs one quarter mile to the east along Perkins Road, and the green and blue route run one quarter mile to the west along North Boomer Road.
- Water Service: City water service is available.
- Sanitary Sewer Service: City sewer is available.
- Electric: City electric is available

Discussion: The applicant requests review and approval of a Specific Use Permit to allow Churches and Religious Institutions at the property addressed as 418 E McElroy Road. The Future Land Use

Map in the comprehensive plan calls for commercial use at this location. The proposed specific use permit aligns with the comprehensive plan. This specific use permit will bring the existing use of church or religious institution into compliance.

Findings:

1. The Land Development Code allows churches and religious institutions in the RSS District with a specific use permit.
2. This specific use permit would bring the current use into compliance.
3. The proposed expansion of the church aligns with the Comprehensive Plan, which calls for Commercial uses for the subject property location.

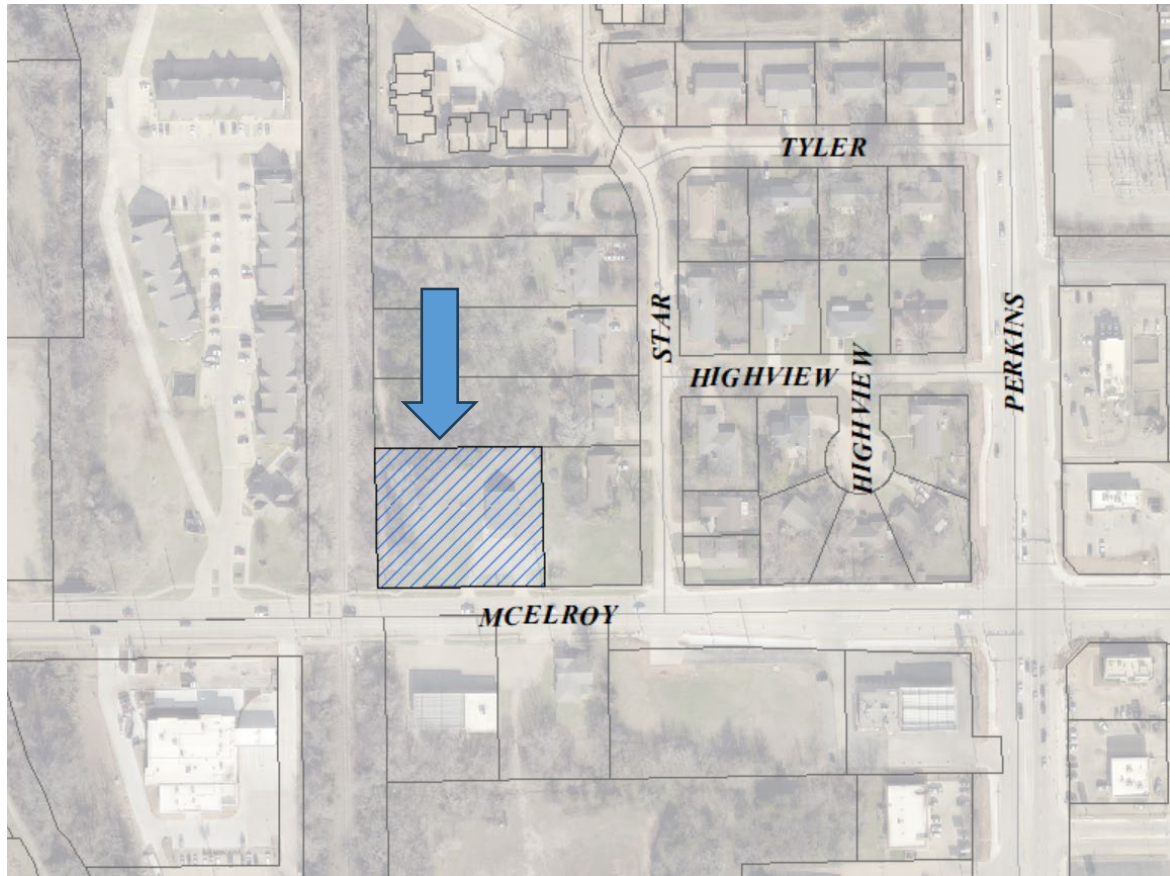
Alternatives:

1. Accept findings and recommend that the City Council approve the specific use permit as presented.
2. Find that the specific use permit is not an appropriate use for the property based upon the impacts to the surrounding vicinity and do not recommend that the City Council approve the specific use permit.
3. Find that additional information or discussion is needed prior to making a recommendation and table the request to a certain date.

Recommendation:

Staff recommends Alternative 1.

Prepared by:	Henry Bibelheimer, Senior Planner
Reviewed by:	David Barth, Development Services Director Joshua Brown, Development Coordinator Cindy Gibson, Administrative Services Manager
Date of Preparation:	September 8, 2025
Attachments:	Area Map, Application, Site Plan, Elevations
Map Designation:	NE



Stillwater OKLAHOMA
stillwaterok.gov

Project Type: SUP25-05
Request: Specific Use Request to Allow Churches & Religious Institutions in the Small Lot Single-Family Residential (RSS) District
Address: 418 E. McElroy Road

CITY OF STILLWATER - DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR REVIEW/ACTION

ZONING:

- ☐ Map Amendment
☐ Planned Unit Dev.
 ☐ Preliminary
 ☐ Final
 ☐ Subdivision
 ☐ Amendment
☒ Specific Use Permit
☐ Annexation

SUBDIVISION:

- ☐ Lot Split
☐ Commercial Minor Subdivision
☐ Minor Subdivision
☐ Preliminary Plat
☐ Final Plat

OTHER:

- ☐ Closing
☐ Drainage Plans/Study
☐ Drilling Permit
☐ Improvement Plans
☐ Right-of-Way Agreement
☐ Small Business Permit
☐ Text Amendment

SITE PLANS:

- ☐ Minor Amendment
☐ Final Drill Site Dev. Plan

Title of Subdivision/Plan/Use: Ridgecrest
Owner(s) of Property: Hosanna Assembly Of God
Owner(s) Address: 418 E McElroy, stillwater, ok 74074
Owner(s) Phone/Fax/Email: 405-612-0237 Sethdmathis@gmail.com
Applicant/Developer of Property: Hosanna Assembly of God
Applicant/Developer Address: 418 E McElroy
Applicant/Developer Phone/Fax/Email: 405-612-0237 Sethdmathis@gmail.com
Design Engineer address/phone/fax/email & Registration No.: USM, 216 W 6th, stillwater, ok 74074
405-372-0000 CA# 6848

Surveyor address/phone/fax/email & Registration No.: Troy Golden 4131 NW 122nd St Ste 100, Oklahoma City,
OK, 73120 Office@goldenls.com +8027883

Address or Description of Property to be Subdivided/Developed: 418 E McElroy, Stillwater, OK 74074

Original Tract Deed Book and Page Number: Book 1039 Page 773
Number of Acres in Development: 1.4
Number of Lots Created: 1
Current Zoning/Requested Zoning: RSS
Reason for zoning request/use permit/map amendment (describe project):
Building new church building on existing property

This application must be accompanied by the appropriate checklist for the type of item being submitted for review. This application must be completed, signed, and dated by the Applicant and Owner(s).

We do hereby certify that the information provided herein is both complete and accurate to the best of our knowledge, and we understand that any inaccuracies may be considered just cause for invalidation of this application and any action taken on this application.

Seth mathis 08-26-2025
Applicant/Preparer Date

Owner/Agent (with documentation) Date

Applicant/Preparer Date

Owner/Agent (with documentation) Date

For City of Stillwater Use Only:

CASE NO#: _____

Submission Date: _____ Processing Tract: IRC _____, PC _____, CC _____

Approval Date: _____ Fees: _____ Number of Copies: _____

**City of Stillwater
Specific Use Permit (SUP)
Chapter 23, Article 6, Division 7**

Applications will be accepted Monday through Friday, from 8:30 AM to 11:30 AM
Per Resolution CC-2007-16

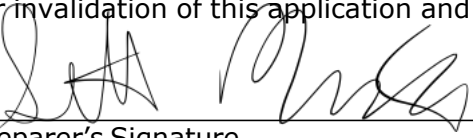
Because the uses identified as requiring specific use permits are more intense or have a greater impact than those permitted by right, such uses shall be evaluated based upon their ability to locate next to less intensive uses. This CHECKLIST identifies the items needed. All items indicated as SUCH are required for the submittal to be considered complete.

APPLICANT	REQUIREMENTS	CITY
	Section 23-180	
X	COMPLETED APPLICATION FORM AND CHECKLIST	JB
X	FILING FEE: NEW CONSTRUCTION @ \$350.00 PLUS \$0.01/SQ FOOT OF BUILDING OR EXISTING BUILDING @ \$250.00 SHALL BE PAID UPON VERIFICATION OF COMPLETE SUBMITTAL.	
X	A TYPEWRITTEN LIST, CERTIFIED BY A LICENSED ABTRACTOR, ATTORNEY, ENGINEER OR ARCHITECT OF ALL PROPERTY OWNERS WITHIN 300 FEET OF THE SUBJECT PROPERTY AND AN ELECTRONIC/DIGITAL COPY CAPABLE OF BEING REPRODUCED AS MAILING LABELS. THE OWNERSHIP LIST SHALL NOT HAVE BEEN PREPARED MORE THAN 30 DAYS PRIOR TO SUBMISSION OF APPLICATION.	JB
X	TYPED LEGAL DESCRIPTION EMAILED TO DIGITALS@STILLWATER.ORG	JB
N/A	COPY OF EXISTING OR PROPOSED RESTRICTIVE COVENANTS	N/A
X	BUILDING ELEVATION DRAWINGS AND CONSTRUCTION MATERIALS WHEN ABUTTING A RESIDENTIAL DISTRICT.	JB
X	ELECTRONIC PDF DRAWING, EMAILED TO DIGITALS@STILLWATER.ORG shall show the following:	JB
X	a. Dimensions of the site, including easements and rights-of-way, and location with respect to streets and adjacent properties;	
X	b. Dimension of buildings and location with respect to property boundaries;	
X	c. Location and type of existing and proposed outdoor features such as signs, fences, landscaping, or outdoor light fixtures;	
X	d. Location, arrangement, and dimensions of off-street parking and loading spaces and access drives;	
X	e. Number of residential dwelling units, if any, per structure;	
X	f. Any other physical features or characteristics which may be unique to the property or particular use proposed;	
X	g. Existing use of abutting/adjoining properties	
X	h. Existing zoning of the subject property and the abutting/adjoining properties;	
X	i. Location of existing and proposed public utilities	
X	j. Distance from any public place as defined in Oklahoma Administrative Code Title 310, Chapter 681 (Per Ordinance No. 3416)	
N/A	COPY OF OKLAHOMA STATE DEPARTMENT OF HEALTH MEDICAL MARIJUANA LICENSE FOR ☐ COMMERCIAL GROWER ☐ PROCESSING/MANUFACTURING ☐ DISPENSARY/RETAIL (PER ORDINANCE NO. 3416)	N/A
X	FINAL DRAINAGE STUDY AND FINAL DRAINAGE PLAN (ARTICLE 19)	JB

City of Stillwater
Specific Use Permit (SUP)
Chapter 23, Article 7, Division 7

INFORMATIONAL	
Required fire flows. Appendix B (2009 IFC)	
Hydrant spacing Section 507.5 and Appendix C (2009 IFC)	
Sprinkler requirements, Section 903 (IFC)	
Annual Inspections will occur to verify continual compliance with the conditions of approval of the SUP	

Certification: I hereby certify that the information provided herein is both complete and accurate to the best of my knowledge and I understand that any inaccuracies may be considered just cause for invalidation of this application and any action taken on this application.



Preparer's Signature

08-26-2025

Date

